

Generous Benefits Package

- Excellent Retirement Plan under the County Employees Retirement Law of 1937 (2.5% at age 55 - 3.27% at age 60). The Plan has reciprocity with the California PERS Plan. Employees also covered by Social Security.
- Health Benefit package includes: Medical/Dental/Optical/Prescription Drugs. Choice of three (3) health plans. No out-of-pocket expense for employee only coverage. Partial dependent coverage is also provided.
- Long Term Disability and Life Insurance.
- Deferred Compensation Plan - County sponsored tax-sheltered savings plan.
- Eleven paid holidays per year.
- Paid "Time-Off" - Vacation and Sick Leave pay.
- Flexible Premium and Spending Account Program - Employees may pay for certain expenses with pre-tax dollars.
- Optional insurance plans that provide reduced group rates including disability, life, automobile, home and legal services for employees, spouses and dependent children.
- Fresno County Federal Credit Union - All county employees can take advantage of low interest rates, no annual fees for checking accounts, direct deposit, "on-line" banking and many other services.

The salary and benefits described herein do not represent a contract and may be changed without notice. This is a civil service exempt position.

The Fresno Community

Fresno County, located at the foot of the Sierra Nevada Mountains, has numerous recreational opportunities, such as sailing, snow and water skiing, fishing and backpacking. Fresno has excellent golf courses and country clubs, as well as, professional sports stadiums and arenas and is the home of nationally recognized collegiate and semi-pro sporting events. Cultural activities are abundant as well, including numerous musical concerts and community theater productions, a fine symphony orchestra, several museums and art centers.

The Fresno area is well known for its proximity to Yosemite, Kings Canyon and Sequoia National Parks, as well as the San Francisco Bay and Los Angeles areas. Fresno enjoys a competitive "cost of living" with favorable housing costs and a wide selection of fine homes in urban, suburban, rural and foothill locations. Commuting from outlying areas in the County is accessible and convenient.

The public schools enjoy an excellent reputation and Fresno is the site of a California State University campus, as well as a number of other colleges and Universities.

For Brochure and Application Materials, Please Contact:

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Fresno County Employment Services
2220 Tulare Street, 14th Floor
Fresno, California 93721
(559) 488-3364
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Visit our Website 
For application materials and/or information, see **www.co.fresno.ca.us**

Equal Employment Opportunity/Affirmative Action/Disabled Employer

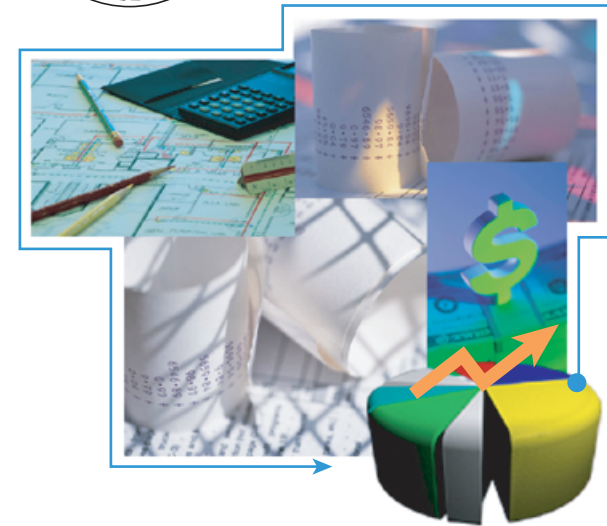
Starting Salary Range

\$87,500-\$95,000 Annually, Dependent on Qualifications. This position is included in the Fresno County Senior Management Compensation Plan, a performance based compensation system.



The County of Fresno

Invites your application for:



DEPUTY COUNTY ADMINISTRATIVE OFFICER (BUDGET DIRECTOR)

Starting Salary
\$87,500 - \$95,000 Annually
Dependent On Qualifications

Excellent Benefits Package

DEPUTY COUNTY ADMINISTRATIVE OFFICER (BUDGET DIRECTOR)

Fresno County invites experienced administrators with a broad-based perspective of governmental fiscal and financial management to apply for this key position to direct its \$1.4 billion budget as well as manage its Budget and Finance Services Unit. This is a highly visible, challenging, and unique position offering opportunities to demonstrate leadership, organizational and creative abilities.

Position Overview

Under administrative direction, the Budget Director plans, directs, and coordinates activities of the Budget and Finance Services Unit of the County Administrative Office. Primary functions of this position include development, analysis and monitoring of the County's annual budget, short- and long-range fiscal forecasts, and capital planning.

The County Administrative Office performs several functions, which assist an elected Board of Supervisors in the administration of County affairs and enables the County's 22 departments to conduct business in the most efficient and cost effective manner. Organizationally, the County Administrative Office is divided into two major functional units: Budget and Finance and Operations and Management Services. The County Administrative Office also directs the activities of the Clerk to the Board of Supervisors. Within this framework, the Budget Director, is appointed by, reports to, and serves at the pleasure of the Administrative Officer. The Budget Director plans and executes policies and procedures that carry out the functions of Budget and Finance.

Fresno County Government

Fresno County, with a current population approaching 825,000, is the 10th largest county in California and one of the most diverse counties

in the United States. It is a rapidly growing county located in the Central Valley. It is rich in agricultural resources and is the number one County in agricultural production in the United States. Fresno County is also the regional headquarters for a variety of industries and a center for business and commerce in the heart of California.

The County Administrative Officer (CAO) heads County government. An elected Board of Supervisors is the legislative policy-making body of this charter County. The County employs over 7,300 employees and the 2003-2004 adopted budget is \$1.4 billion.

Fresno County has 15 incorporated cities and 132 special districts, of which 91 have independent boards of directors. The two largest cities are Fresno and Clovis, with a combined population of over 512,000.

Ideal Candidate

The ideal candidate will have a Bachelor's Degree and at least three (3) years of recent high-level governmental experience involving budget planning, development, monitoring and analysis and be a strong, seasoned and confident professional, with exceptional leadership, organizational and managerial skills. Due to the sensitive nature of this position and its relationship to the CAO, incumbents must possess the following attributes: active loyalty; the ability to maintain a close working relationship with the CAO; well-developed organizational and administrative abilities; strong oral and written communication skills; the ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public; a commitment to achieving the County's goal of excellent customer service at all organizational levels; and a high degree of maturity, integrity, and good judgment.

The incumbent must also demonstrate the ability to plan, implement and evaluate goals, policies and procedures; develop, justify, manage and monitor budgets; and interview, select, train, and evaluate subordinate staff.

Application/Selection Process

1. To apply, please submit:
 - A completed Fresno County Application and a Comprehensive Resume (including salary history and the names, addresses, and telephone numbers of three (3) professional references).
 - Answers to Supplemental Questions.
 - Materials must be submitted by 5:00 p.m., Tuesday, December 2, 2003. (Visit our website for information regarding electronic application submittal.)
2. A Qualifications Appraisal Panel may be convened to evaluate the candidates' education, experience, and personal qualifications, based on materials submitted, to determine the most qualified candidates that will participate in an interview process. The top candidates will be invited to an interview with the CAO.
3. A full background/reference check process may be conducted for the top candidate(s) who interview with the CAO.

Supplemental Questions

These questions are designed to assist you in presenting your qualifications for this position. In your responses, describe your most relevant experience, education, and/or training that demonstrates that you are the most qualified candidate for the position. If you do not have

any comments for a given question, please write "NONE".

Your answers to these questions and your employment application will be thoroughly evaluated to determine if you will be included in the next step of the process. A resume is also required, but will not be accepted in lieu of a completed application and answers to the supplemental questions.

Please limit your responses to the following questions to not more than one typewritten page per question.

1. Describe your experience in the development and administration of a governmental budget. (Include such things as revenue projections, capital improvement financing, day-to-day budget management, etc.)
2. Describe your experience managing a governmental financial, fiscal or budget function. Be specific about the name and size of the department/organization and types of positions and functions under your administration.
3. Describe your experience in these areas:
 - Formulation of broad budgetary goals, objectives, policies and procedures.
 - Providing budgetary and financial guidance to departments/organizational functions or units.
 - Working with administrative staff, department heads, elected officials or similar organizational echelon.
4. Describe a complex problem or organization issue you have recently solved or complicated/ sensitive negotiation in which you have been involved.